

To: All School and  
Staff Chiefs

Fr: DTR

OTR STAFF MEETING -- 3 November 1966

1. DDS Staff Meeting -- 1 November 66 -- DTR Attended

a. United Givers Fund. The Agency is 113 per cent of its over-all goal. OTR is 170 per cent of its quota, with 96 per cent participation. We are second to the Office of the DD/S.

b. DCI Briefing. Bannerman will be briefing Mr. Helms on 19 December on progress and plans -- about a two-hour briefing. He may ask for some up-to-date material.

c. Budget. We have the Agency's 67 budget authorization from the Senate; it was not cut. There was a comment on the quarterly expenditure rate. We are running at 26.2 per cent of our last year's budget. DDS average was 24 per cent. The DD/S asked that we watch carefully our next quarter expenditure. Because of the measures taken it is expected to be less than the first quarter.

d. Classified Material -- Storage and Handling. (ACTION:All) There are a number of Headquarters Regulations on this subject. We should read

25X1A [REDACTED] The DCI has come down heavily and strictly on taking any classified material outside of the office. Nobody will take anything home. The DD/S said people walking out with briefcases may find themselves being spot checked. There will be a check on transmitting of pouches between buildings -- these cannot be stored in non-approved areas.

e. International Conferences in the Intelligence Field. The DCI has asked the USIB about reducing representation at the considerable number of recurring international conferences in the intelligence field -- DDI, DDS&T, DDP conferences.

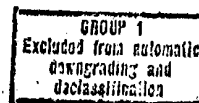
25X1C [REDACTED]

25X1A g. Far East Station Conference [REDACTED] Admiral Taylor and Alan Warfield will attend the conference.

2. DDP Meeting -- 2 November 66 -- DTR Attended

a. DDCI Briefing. Admiral Taylor is still being briefed. He has expressed an interest in going to the officer who knows the most about the question.

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b. Emergency Communications in Unstable Countries. Re the [REDACTED] situation where the COS was confined to his residence and was unable to communicate with [REDACTED] or his Senior Officers, FitzGerald wanted everybody to make sure emergency communications are in place.

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3. QSI Awards. Unless the individual has assumed new responsibilities and has an outstanding fitness report he should not be considered for a second award. There should be thought given to promoting the person if that is possible. The QSI should not be used as a means of getting around promotional blockage. There should not be any restrictions grade-wise, but higher grades should have done a really outstanding job. Touch base with Personnel before submission. Supervisors are invited to talk with the Panel.

4. OTR Pouching Problem. C/SS is looking into this problem. Where the time factor is close, memoranda should be handcarried and in emergencies use the phone.

5. Guest Speakers. DTR said even at the cost of knocking out the lecture, if the speaker is poor he should not be invited to speak.

6. CT Program. For the March class there are 55 now pretty well "nailed down."

7. Agency Film. Bannerman has called a meeting for Monday afternoon.

8. DIS Advanced Intelligence Course. The Agency has invitation to send 3 people in February.

9. ADP Course. [REDACTED] is handling. SUS is aiming for a three-day course to begin 3 December.

10. Project HELPFUL. We have 35 principals and approximately 35 alternates for the 15-16 November running. (ACTION: Registrar, pass to [REDACTED] for submission to Bannerman.

11. Budget. There will be a meeting at the [REDACTED] on 14 November.

12. [REDACTED] Survey Committee meeting at [REDACTED] on 18 November.

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25X1A 13. PM Training. The Farm is reviewing the question of PM training -- the nature and objectives of the course. Tentative plans are for DTR, DDTR, and someone from Ops School to go to [REDACTED] on 7 and 8 December.

25X1A 14. Crash Program for Vietnam. [REDACTED] said we may get a crash call to train [REDACTED] to augment our show in Vietnam.

25X1A 15. PAI. DDP does not want [REDACTED] looking into the Ops School. Bannerman questions DDP's position and plans to discuss with DDP. We should be thinking about what to put in our budget for programmed instruction or at least we should know the cost.

16. Evaluation of Training. It is important that we devise better means of evaluating our training. This requires precise training objectives and methods of validating our offerings. Experts offer no easy solution to this problem, however, there is some concensus that pre-testing and post-testing are useful techniques. There is also general agreement that a follow-up evaluation of trainees' job performance can be useful. Each School is urged to think deeply about this problem and not be satisfied with "we have no complaints from our customers." The DD/S is unlikely to be satisfied with our opinion that we are doing a good job; he will want us to prove it. And in turn, the DTR requests that each School develop proof of their accomplishments.

17. IG Evaluation of CT Training. In evaluating CT training the IG will consider currency, relevancy, and integration (the inter-relationship of different courses).

18. Management Grid. Bob Fuch's report was negative on Phase II. The questionnaires sent out by Management have been returned. OTR will have to take a position on Phase II.

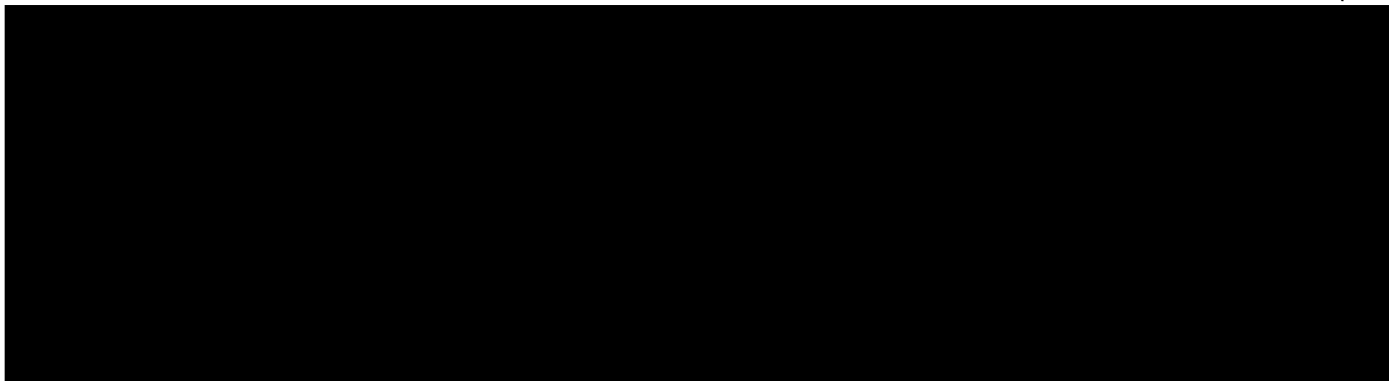
25X1A 19. Rotation of Instructors. (ACTION: [REDACTED]) We have an agreement with DDP that we don't take officers who have less than an average/strong rating on their Fitness Reports and are supposed to get three to five officers a year who had been Midcareerists. The average age of the instructor at [REDACTED] is 47; we should have two or three officers in each of the teaching staffs in their mid-30s. We should take older officers for Covert Training.

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OTR STAFF MEETING -- 27 October 1966

1. DDP Meeting -- 26 October -- DTR Attended

a. More Consultation with the Office of the General Counsel. DDP officers were enjoined to make more use of the Office of the General Counsel on legal matters relating to operations.



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2. DDS Staff Meeting -- 25 October -- DD/S Presided -- DDTR Attended

a. Procurement. Reference President's 22 September memo on new procurement. All purchasing will be cut back for the next three months -- all new contracts are to be reviewed, with the exception of Vietnam and Laos contracts. Vehicles will have to last seven years instead of six. We are going to have an additional [REDACTED] dollar cut.

b. Operation Clean Up. Collection of surplus equipment. Meloon said the last time they had a clean-up operation security violations were cut considerably.

c. Project HELPFUL. Bannerman gave a good plug to Project HELPFUL. The next running will be 15-16 November.

d. Demonstration at Brooklyn College. The DD/S thinks this demonstration against our recruiters was possibly Communist instigated.

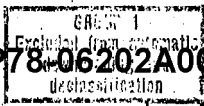
e. Personnel Ceiling. Agency is about 208 over July 66 ceiling.

f. [REDACTED]. There is a proposal to set up an inter-agency center at [REDACTED] DD/S does not favor proposal because of budget limitations.

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*This is an unwarranted conclusion which I did not intend to convey - if I did. Possibly front-group clue to the seemingly well-planned activity. AR*

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g. DDS Planning Team in Saigon. [REDACTED] was complimentary about the planning team which was sent to Saigon to deal with the Station's logistics fiscal problems.

3. Overtime. We have been ordered to reduce our overtime from \$118,000 to \$97,000. Appropriate schools and staffs have reduced their estimates.

4. OTR Bulletins. The latest issue contains an item on reading improvement. The 67 Bulletins will be thematic and will feature various schools and staffs -- a completely redesigned book.

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5. Space Requirements. [REDACTED] said all will be contacted shortly re space requirements. LTS trying to move out of [REDACTED] by 25X1A next September.

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